

# EXHIBITOR CONFIRMATION

Wednesday, May 13

3-7 p.m.

Twin Lakes Recreation Center  
1700 W. Bloomfield Rd.



Presented by:



Title Sponsor:



Bloomington Hospital

On behalf of the City of Bloomington Parks and Recreation, we're pleased to confirm your participation in the 50+ Expo – **"Tropical Paradise."**

## Unloading/Parking:

The upper parking lot on the east (right) side of the building provides easy access to the exhibitor drop off area. Upon arrival, you will be directed to the drop off area, where Expo staff and volunteers will help you unload your display materials and deliver them to your exhibit table. If you have a cart to help move your materials, we suggest you bring it. To streamline the unloading process, please have your display items in boxes for easy transport. You and additional staff from your organization should plan to park in the lower lot at Twin Lakes Sports Park (by softball fields) and take the Expo parking shuttle up to the TLRC. Thank you in advance for saving the upper parking lots for our 50+ Expo visitors.

## Check-in/Set-up:

Please check in with staff near the entry door upon your arrival to the 50+ Expo to receive your booth assignment and other important exhibitor information. Plan to set up your exhibit on May 13 between 11 a.m. and 2 p.m. All exhibits must be completely set up by 2:30 p.m.

## Booth Theme:

We encourage you to creatively incorporate the "Tropical Paradise" theme into your exhibit space. Expo visitors greatly enjoy the atmosphere of the event when everyone joins in! To get your creativity started, think about decorating your space with items depicting sandy beaches, scenic islands, blue seas, palm trees, colorful birds and fish, and other items associated with tropical areas. Don't forget your Hawaiian shirts and flip flops!

## Follow-up Questions:

If you need additional information regarding exhibitor space, setup, regulations, or directions to the Twin Lakes Recreation Center, please contact Bill Ream at 812-349-3748 or via e-mail at [reamw@bloomington.in.gov](mailto:reamw@bloomington.in.gov).

We look forward to seeing you at the Expo!

Sincerely

A handwritten signature in black ink that reads "Bill Ream".

Bill Ream  
Community Events Coordinator  
Bloomington Parks and Recreation